Adjunct Faculty Committee Minutes  
August 31, 2012  
Minutes recorded by Proff

Members present: (M=member, A=alternate)  
Conroy, Eixmann (M), Campbell (M), Proff (M), Mora (M), Eaton (M), Dorman (M), McVey (A), Banta (M), Wilburn (A), Mora (M), Ligon (M)

3:00 Meeting was called to order at 3:00 by Michel Conroy.  
Minutes of the June 15 meeting were approved via email and are posted on the Faculty Senate’s AFC page, as well as the AFC TRACS site.
New Meeting Time of 2:00 on the third Friday of each month was proposed and approved.

3:05 Initial 2012-13 committee goals  
Chair: Develop and improve committee processes and organization  
• TRACS Forum utilization  
   To be notified when comments are posted to a Forum discussion, members need to select their desired level of notification in Forum Tools. For other TRACS posts, e.g. to Resources, those who post items should select the option to notify all participants.

• Webpage project  
   Conroy has sent a request to the Director of Marketing to begin the process of adding an Adjunct Faculty page to the Faculty and Staff menu options on the university homepage. There may be potential for an adjunct faculty member to receive course release to develop the webpage should anyone be interested.

Process for solicitation of news items  
The AFC discussed an alternative to a newsletter--an annual report of adjunct faculty member accomplishments that would be timed to coincide with the Annual Review process because faculty compile their accomplishments for this review. The consensus was that a February 15th deadline for submissions be established. In addition to it being posted on the webpage, the annual adjunct report would be distributed to the Council of Chairs and the Council of Academic Deans.

Other items /information to be included on the Adjunct Faculty webpage  
Links or information regarding professional development, HR links, service opportunities across the university, were discussed as possibilities to be included on the Adjunct Faculty Webpage.

• Systematic solicitation of discussion items, questions and concerns  
Timing, frequency, process  
The low level of adjunct faculty responses to the TRACS sites and emails, as well as solutions to generate more interest and activity were discussed. More face-to-face interaction opportunities were determined to be the best avenue for increasing involvement. Conroy suggested a meeting with all of the liaisons once each semester. This meeting was voted on and approved and scheduled for the third Friday in October at 2:00, pending the availability of a larger meeting room. Additionally, Conroy will send out a list of AFC projects to the liaisons before the start of the fall semester so that items can be discussed at faculty retreats, college and department meetings.
Each representative is obligated to bring before the committee any concern brought to him or her in writing. A special push to solicit adjunct concerns will be made to liaisons in preparation for the October meeting.

Regular, scheduled updates to the Liaisons

Representatives were encouraged to communicate regularly with liaisons, to take full advantage of the fact that all departments with adjunct faculty have liaisons. Henceforth, minutes will be distributed directly to the liaisons with a cover note highlighting any items that may be of particular interest or which require their action.

Committee members: Please bring goal suggestions to next meeting

3:45 RTA Items

Continue to collect and send your departments’ written adjunct policies to Valerie. Conroy will send another email blast to the chairs and Cc: the representatives.

- Department/school policies received thus far (16 of 39):
  - Agriculture
  - Biology
  - Chemistry & Biochemistry
  - CIS/QMST
  - CLAS
  - Criminal Justice
  - Communication Studies
  - English
  - Engineering Technology
  - Finance & Economics
  - Geography
  - Health & Human Performance
  - History
  - Marketing
  - Music
  - Nursing

- Adjunct Faculty Awards
  A request to institute a teaching award for Lecturers will be placed on the PAAG agenda for 9/5.

  The committee recommended that a teaching award be created for which only less-than-full-time faculty be eligible. All full-time Lecturers would still be eligible to apply for the Presidential Awards in the Assistant Professor/Lecturer category. This will be discussed at next week’s PAAG meeting.

- Update on reduced parking fee salary limit data, Sherry Ross
  Ross will make contact with HR again next week to obtain the salary data she needs. Conroy will work on a more official Faculty Senate request to HR if needed. Conroy and Feakes are still following up on the question of departments paying for per-course adjunct’s parking permits or not.

- Update from Debra Feakes on the core curriculum revision’s impact on adjunct and graduate student teaching assignments will be distributed via email.

Adjournment- the meeting was adjourned at 4:30 PM